



Bryan Police Department

Attn: Alarms, P. O. Box 1000, Bryan, Texas 77805 • Phone: (979) 209-5348 • Fax: (979) 209-5388

Dear Alarm Permit Applicant:

In accordance with City of Bryan Ordinance No. 706, all residences and businesses located within the Bryan City Limits and having an alarm system must be registered with the Bryan Police Department. A person commits an offense if he/she operates or causes to be operated an alarm system without first obtaining a permit from the Bryan Police Department. This offense is punishable by a citation being issued to the residence/business. If you continue to operate this alarm without complying to the city ordinance a citation will be issued on site the next time an officer responds to a false alarm at this location.

An Alarm Permit Application packet is enclosed. This packet includes an application, a price list and a check off list.

Please fill out the application completely. Be as specific as possible. An incomplete application and/or mistakes will delay the processing of your application. Brief instructions are provided on the application itself. Please initial beside the check off items letting us know that you have looked at each item and mail it back with your application and permit fee. Your contacts listed on the application may not live at the residence but should be able to respond to the alarm within 20 minutes of notification.

A non-refundable, non-transferable alarm permit fee of \$35.00 is assessed for each permit or renewal of a permit. Any federal agency, state agency or political subdivision of the state, or local government agency shall be exempt from payment of the permit fee. The permit will expire three (3) years after its issuance unless otherwise terminated by lawful order for non-compliance of the City of Bryan Ordinance No. 706.

A separate permit is required for each alarm site, or location, and each type of alarm system. An alarm permit cannot be transferred to another person. However, the individual designated to respond to an alarm or relay an alarm may be changed. The permit holder must inform the Bryan Police Department of any changes that alter the information provided on the alarm permit application.

The permit holder will be notified about one month prior to the expiration date about renewing the alarm permit. With or without this notice, it remains the responsibility of the permit holder to submit an application prior to the permit expiration date.

Please submit the completed application within the next ten (10) working days to the address above. Please enclose a check or money order in the amount of **\$35.00** payable to the “**City of Bryan**” for the alarm permit fee. Please read and keep for your records the additional information enclosed. The information includes important facts about service charges. If you have any questions, or need assistance in completing the application, contact me at (979) 209-5348 or the above address.

Sincerely,

Brandy Wise
Alarms Finance Clerk